

CAACE Board of Directors Meeting
West Hartford Adult Education; 50 South Main Street; West Hartford, CT
October 20, 2017

Present: Mayela Aguirre, Kymbel Branch, Lawrence Covino, Dave Downes, Paul Dzialo, Joseph Ferraiolo, LuAnn Gallicchio, Roszena Haskins, Kristin Hempel, Kelley Lanahan, Joseph Lawler, Carl Mandell, Anthony Mangiafico, Lucy Nolan, Heather Pelletier, Glen Peterson, Gabriel Riccio, Richard Tariff, Angela Thomas Graves, Lori Wyrebek

1. Minutes

Motion to accept September 2017 minutes was made by Joseph Ferraiolo; it was seconded by Joseph Ferraiolo. It was passed unanimously.

2. Treasurer's Report

Lori Wyrebek reviewed the reviewed the Treasurer's Report for October. Larry Covino called for its acceptance. Richard Tariff moved that it be accepted; the motion was seconded by Anthony Mangiafico. It was passed unanimously.

3. SDE (Glen Peterson)

Resolution on the budget will be coming soon, but will not have a significant effect on us as payments had been statutorily mandated.

There was little said about the expelled student ruling as regards Adult Education. Marcy sent out an update as to what has been passed. He has not heard anything about this law or the guidelines leading up to it specific to its effect on Adult Education. Students who have been expelled for other than violent/serious offenses must get substantially equivalent alternate services. Charlene Russell Tucker is writing the guidelines for the law. When it was presented to the superintendents, it met with disapproval, even though the law is intended to protect us from lawsuits. Local Boards of Education choose how this is done.

Reports are that CARS is not working effectively, but the issues are minor and are fixed as they are found. It is delaying the registration process because it has to be explained to the student answering the questions. The Employment Barrier question is misleading and asks for non-pertinent information. It can take ESL students up to 20 minutes to answer, and it cannot be skipped (Federally required.) If they do not answer, they don't get into the system.

Because there was no budget proposed at the time of the meeting, there was no opportunity to address the background checks issue in the legislation, especially in regard to the status of enrichment teachers. If there is no opportunity to address the issue in an implementer bill, it will be up to the SDE to propose language addressing it.

*Larry Covino took this opportunity to welcome back LuAnn Gallicchio.
Also, he acknowledged Carl Mandell, who was sitting in for Diane Kearney.*

4. Committee Reports

Conference (Heather Pelletier) -

The Committee has been meeting, and solicitations for exhibitors, presenters and vendors have gone out. We will be doing the Educator Awards on Thursday and the Student Awards on Friday. We are planning on inviting Superintendents to the Friday luncheon, with a workshop to follow. The theme is “Better Together” as we pursue collaboration with outside agencies.

Advocacy (David Downes and Lucy Nolan) –

A budget resolution is close; the parties are negotiating for a veto-proof budget. Flat funding can be interpreted as a cut when expectations rise despite an increase in funding. While there is a possibility that we may lose federal funds if we don't pass a budget by October 31, there are ways around that.

Subsequently, all the budget changes will shift the battle to the local level. Grants and alternative funding lines could be impacted. We have to get the story out to the local leadership, town council, board of education, etc., and certainly to the media.

COABE (Educate and Elevate) is a marketing program that gives you everything you need to promote your programs. Look under Advocacy on the CAACE website – Good Stories Well Told. Positive image could affect funding in the mid-term. Every paper has an events section – send in pictures articles, etc. Human interest stories will get published. Make sure they know who you're serving and that application information is attached. Re-invigorate the Learn to Earn – it's a good recruiting tool. Online resumes are now three-dimensional – they link up with information that can be useful. Hootsuite is another great marketing tool; it can identify your target audience with information to help address it. Also, Job Centers/Local Workforce Boards can help promote the Adult Education agencies in proximity to their clientele.

Membership (Kelley Lanahan) –

Invoices are out and almost everyone is paid up. We're looking to get more of our community partners to become members. There has been some discrepancy between the number of members in an agency and the rates for membership being charged to that agency. The virtual conference list showed over 978 names.

Finance (Lori Wyrebek) –

N/A

Nominating (David Downes) -

There is no activity needed at present, but the committee will be ready when the time comes. We're looking for a new member to serve on the Nominating Committee. We have to keep aware of terms in office of our elected officers and be ready to prescribe nominees when it is time to replace them.

Personnel

N/A

5. Public Comment

N/A

6. Old Business

PD Update (Kristin Hempel) -

We had a very successful PD program in October on Financial Literacy and Marketing. We may need an alternative location to Goodwin College for our May 11, 2018 program. Volunteers?

Our next program is on Dec. 8. We'd like to highlight small group instruction. A topic of interest is combining online instruction with direct instruction. There was also interest in trying to bring back roundtable discussions. Regarding program credits for CDP . . . perhaps there could be a workshop on blended learning (if we go to twenty-five credits, it could be useful.)

SDE statement on CT fingerprinting law

(Discussed earlier)

Hiring of Conference Sponsor Recruiter (Larry Covino) –

The position was offered to Risa Filkoff, who has already been putting together some information; she has some great ideas (i.e. using us to go out to meet these groups and network) and is very enthusiastic. There will be a report on her initial activities in November, but, with this year's conference already close at hand, it is likely to take a year or so to reap real benefits from the initiative. Improvements to our website can yield wider support because of a larger number of "hits" – would they like to be a part of that? We will have to draw up a contract for Risa.

Pricing approval for individuals and non-Adult Education programs (Larry Covino) –

Recommended additions to the pricing schedule included a \$55 fee for single membership and a \$125 fee for non-LEA program affiliates. We have not re-invoiced people who had already paid dues under a previous schedule. Motion was raised by Richard Tariff to approve the new schedule; Heather Pelletier seconded, and following brief discussion, the motion was passed unanimously.

7. New Business

PD host rates (Kristen Hempel) –

Whichever agency hosts a program should get a break on the fee for attending as a "thank you" for hosting the event, perhaps sending three members for free. Joe Ferraiolo moved that the adjustment in host fees be accepted, and Kymbel Branch seconded. The motion passed. It was further discussed registration fees for events be refunded up to

seven days before the event, after which a replacement attendee would be permitted to take the initial applicant's place. A second motion to that item was similarly passed.

CAACE printing cooperative -

Tony Sebastiano sent an email asking if anyone had information about group printing purchases. The question was raised whether we were able to get group printing rates. Richard Tariff stated that the EastConn collaborative would be able to set up such a structure. This is state-wide! There would be a \$100 membership charge to buy into the collaborative. The School Cooperative is state wide. We could set up a bid saying these are the types of products we are looking for. Both CREC and EastConn have cooperative purchasing. This would encourage us to do more collaboration than we have in the past. As we are planning our budgets for next year, this should be a consideration going forward.

Board name badges (Kelley Lanahan) -

ID's might be helpful at conferences, etc., for permanent name badges for identification of Board Members at conferences, etc. Kristin suggest we could save money by making them ourselves from colored paper. Kymbel asked if we could get lanyards. There was no resolution to the question, but it will be picked up by the Conference Committee.

8. Correspondence

Gabe Riccio read a letter from Francine Coppola that previously had been sent to Larry, wherein she announced her retirement from the CAACE Board. She shared that she will miss all her friends from the Board, and her sincere hopes that we may all keep in touch with her. By way of honoring her commitment to the Board, Richard suggested we send a note and a \$50 Amazon gift card to her. It was further suggested that this be the protocol to acknowledge future retiring Board officers. Heather moved that we approve the measure, and Larry seconded. The motion was approved.

9. Good and Welfare

There is a benefit Wine Fest at the Oasis at the Holiday Inn in New London, \$35/person.

Richard is collaboration with other agency heads is having a large poster made that touts the programs our programs offer in their respective communities.

Larry met in committee to discuss the evaluations for Dave and for Kelley, and they were superlative! They are to be done yearly.

As discussion had closed, the motion to adjourn was seconded and approved.

Respectfully submitted,
Gabe Riccio, 11/13/17